

# DECLARATION FORM FOR AVAILING FACILITIES OF THE CENTRAL DIGITIZATION LAB, PUNJABI UNIVERSITY, PATIALA

## Applicant Details

<b>Name of Department/Branch:</b>	
<b>Name of the Authorized Person:</b>	
<b>Designation:</b>	
<b>Contact Number:</b>	
<b>Email ID:</b>	
<b>Purpose of Digitization:</b>	

I/We, the undersigned, hereby declare that we have read and understood the Terms and Conditions for availing the facilities of the Central Digitization Lab (CDL), Punjabi University, Patiala and agree to abide by them.

## TERMS AND CONDITIONS

**Compliance with SOP:** The End-User shall strictly adhere to the Standard Operating Procedure (SoP) as outlined by the Central Digitization Lab.

**Data Security & Confidentiality:** The department/branch is responsible for safeguarding original records and ensuring that digitized data remains secure and confidential.

**Training & Equipment Usage:** Staff assigned for digitization must undergo mandatory training provided by the Lab's Master Trainers before handling any equipment.

**Resource Allocation:** The requesting department shall arrange for the necessary manpower, stationery, and backup mechanisms at their own level.

**Legal & Ethical Compliance:** The End-User shall ensure compliance with all copyright laws and ethical guidelines. Any misuse or unauthorized distribution of digitized content is strictly prohibited.

**Software Usage:** Only Free and Open Source Software (FOSS) will be used in the Lab. Proprietary software, if required, shall be provided by the concerned department with a valid perpetual license/ license. The use of pirated software is strictly prohibited.

**Facility Access & Scheduling:** Facility usage shall be scheduled on a first-cum-first basis, with priority given to projects approved by the Vice-Chancellor, Dean, or Registrar.

**Quality Check & Feedback:** The End-User must verify the quality of digitized content and provide necessary feedback for any required improvements.

**Backup Responsibility:** The Central Digitization Lab shall maintain a secure repository for digitized data, but the respective department must also ensure local backups.

**Accountability & Indemnity:** The End-User shall be accountable for any damage to the equipment due to negligence. The Lab shall not be held responsible for any loss of data due to unforeseen technical failures.

I/We understand that non-compliance with the above terms may result in the suspension of access to the Lab's facilities.

**Declaration & Signature:** I/We, the undersigned, accept the above Terms and Conditions and request permission to avail the facilities of the Central Digitization Lab at Punjabi University, Patiala.

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department/Branch: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**For Office Use Only**

Request Approved/Rejected: \_\_\_\_\_

Remarks (if any): \_\_\_\_\_

Authorized Signatory (CDL): \_\_\_\_\_

Date: \_\_\_\_\_